

## **NORMAN PUBLIC SCHOOLS**

### **INTERNET AND INTERNET SAFETY FOR THE COMPUTER NETWORK**

The Norman Public School District is pleased to make available to students; access to interconnected computer systems within the District and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for the District to continue making its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access.

Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the schools' teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

## I. PERSONAL RESPONSIBILITY

- A. By signing the Student Agreement, students are agreeing not only to follow the rules in this policy, but also are agreeing to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his or her property.

## II. TERM OF THE PERMITTED USE

- A. A student who submits to the school, as directed, a properly signed Agreement and follows the policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new policy each year during which they are students in the District before they are given access to the Internet.

## III. ACCEPTABLE USES

- A. Educational Purposes Only
  - 1. The District is providing access to its computer networks and the Internet for educational purposes. If there is any doubt about whether a contemplated activity is educational, students should consult with the person(s) designated by the school to help decide if a use is appropriate.
- B. Netiquette: All students must abide by rules of network etiquette, which include the following:
  - 1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
  - 2. Avoid language and uses that may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
  - 3. Don't assume that a sender of e-mail is giving his or her permission to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when it is known that the individual would have no objection.

4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

#### IV. UNACCEPTABLE USES

A. The following are among the uses that are considered unacceptable and constitute a violation of this policy.

1. Uses that violate the law or encourage others to violate the law. Students may not plagiarize works found on the Internet; transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the District's Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, students should assume that all materials are protected unless there is explicit permission on the materials to use them.
2. Uses that cause harm to others or damage to their property. For example, students may not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than the student is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb" or other harmful forms of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, students may not disclose or share their password with others; or impersonate another student or member of the District Staff.
4. Uses that are commercial transactions. Students may not sell or buy anything over the Internet. Students should not give others private information about themselves or others, including credit card numbers and social security numbers.
5. Uses for the purposes of campaigning and/or lobbying.

## V. INTERNET SAFETY

### A. Individual Responsibility of Parents and Students

1. All students and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every student must take responsibility for his or her use of the computer network and Internet and avoid these sites. Parents of minors are the best guides to materials to shun. If a student finds that other students are visiting offensive or harmful sites, he or she should report such use to the person designated by the school.

### B. Personal Safety

1. Students should be safe. In using the computer network and Internet, students should not reveal personal information such as home address or telephone number. Students should not use their real last name or any other information that might allow a person to locate them without first obtaining the permission of a supervising teacher. Students should not arrange a face-to-face meeting with someone they "meet" on the computer network or Internet without their parent's permission. Students should never agree to meet a person they have only communicated with on the Internet in a secluded place or in a private setting.

### C. "Hacking" and Other Illegal Activities

1. It is a violation of this Policy to use the District's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

### D. Confidentiality of Student Information

1. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Students should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. An administrator may authorize the release of directory information, as defined by Oklahoma law.

### E. Active Restriction Measures

1. The District-provided Internet access utilizes filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material, which is inappropriate for minors.
2. Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.
3. The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

## VI. PRIVACY

- A. Network and Internet access is provided as a tool for educational purposes. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District and no student shall have any expectation of privacy regarding such materials.

## VII. FAILURE TO FOLLOW POLICY

- A. The student's use of the computer network and Internet is a privilege, not a right. A student who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the District may refuse to reinstate for the remainder of the student's enrollment in the District. A student violates this policy by his or her own action or by failing to report any violations by other students that come to the attention of the student. Further, a student violates this policy if he or she permits another person to use his or her password to access the computer network and Internet, including any student whose access has been denied or terminated. The District may also take other disciplinary action in such circumstances.

## VIII. WARRANTIES/INDEMNIFICATION

- A. The District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any student or his or her parent(s) or guardian(s) arising out of the student's use of its computer networks or the Internet under this policy. By signing the agreement, students are taking full responsibility for his or her use, and the student who is 18 or older or, in the case of a student under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the school, the District, and all of their administrators, teachers, and staff harmless from any and all losses, costs, claims or damages resulting from the student's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the student. The student or, if the student is a minor, the student's parent(s) or guardian(s) agree to cooperate with the school in the event of the schools initiating an investigation of a student's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the District's network.

## IX. UPDATES

- A. Students, and if appropriate, students' parents/guardians, may be asked from time to time to sign a new policy, for example, to reflect developments in the law or technology. Such new policy must be signed if the student wishes to continue to receive service.